

REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current position. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form. Supervisors must complete this form for each category of position in their organization and for individual employees as training requirements arise. Only the specific training necessary to perform the work should be documented on this form and maintained by the supervisor. See LMS-CP-4309 for the process description.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required.

ORGANIZATION					
OFFICE OF THE CHIEF INFORMATION OFFICER					
EMPLOYEE NAME					
TRAINING REQUIRED	TRAINING METHOD	WHEN REQUIRED	DURATION	RENEWAL DATE (IF APPLICABLE)	SUPERVISOR SIGN/DATE UPON COMPLETION
ALL EMPLOYEES					
LMS Policy Manual	OJT	Immediate	30 minutes	N/A	
LMS Organizational Unit Plan	OJT	Immediate	30 minutes	N/A	
LMS Center Procedures	OJT	Immediate	30 minutes	N/A	
LMS Organizational Procedures	OJT	Immediate	30 minutes	N/A	
LMS Task Descriptions	OJT	Immediate	30 minutes	N/A	
Microsoft Office	Classroom	At earliest opportunity in class schedule	8 hours	N/A	
Email/Eudora	OJT	As soon as loaded on employee equipment	30 minutes	N/A	
Electronic Calendaring	OJT	As soon as loaded on employee equipment	30 minutes	N/A	
Bankcard Training	Classroom	Prior to issuance of bankcard	3 hours	N/A	
Applicable NASA Policy Directives	OJT	Immediate	1 week	As needed	
Applicable NASA Procedures and Guidelines	OJT	Immediate	1 week	As needed	
Applicable LaRC Policy Directives	OJT	Immediate	1 week	As needed	
Applicable LaRC Procedures and Guidelines	OJT	Immediate	1 week	As needed	

MANAGEMENT					
Supervisory	Classroom	Within 1 year	1-2 weeks	N/A	
TADS/EPRS	Classroom	At earliest opportunity in class schedule	2 hours	N/A	
Credit Card Approval Training	Classroom	At earliest opportunity in class schedule	2 hours	N/A	
SECRETARY					
Secretarial Handbook	OJT	Immediate	As needed	N/A	
TADS/EPRS	Classroom	At earliest opportunity in class schedule	2 hours	N/A	
Telephone System	OJT	Immediate	30 minutes	N/A	
Travel Guidance	OJT	Immediate	30 minutes	N/A	
Property Custodianship	OJT	Immediate	30 minutes	N/A	
General Office Procedures	OJT	Within 3 months	4 hours	N/A	
Copy Machine Operation	OJT	Immediate	30 minutes	N/A	
Agency Filing System	OJT	Immediate	30 minutes	N/A	
MANAGEMENT ANALYST/ASSISTANT					
IT Purchase Request Approval Process	OJT	Immediate	1 hour	N/A	
Management Resources/Analysis	Classroom	At earliest opportunity in class schedule	1 week	N/A	
Credit Card Approval Training	Classroom	At earliest opportunity in class schedule	2 hours	N/A	
CFO Course on NASA Funding Methodologies	Classroom	At earliest opportunity in class schedule	2 hours	N/A	
PROGRAM ANALYST					
Resources Management	Classroom	At earliest opportunity in class schedule	1 week	As requirements change	
COTR/Performance Based Contracting Training	Classroom	At earliest opportunity in class schedule	1 week	As requirements change	

PROGRAM/PROJECT MANAGER					
Project Management	Classroom	Within 2 years	1 week	N/A	
PPMI Task Management	Classroom	Within 3 years	1 week	N/A	
COMPUTER SPECIALIST					
Introduction to Database Management Systems (DBMS)	Classroom	At earliest opportunity in class schedule	3 days	N/A	
Introduction to Structured Query Language (SQL)	Classroom	At earliest opportunity in class schedule	3 days	N/A	
Introduction to Process and Data Modeling	OJT	Within 3 months	2 days	N/A	
ERWin and BPWin	OJT	Within 4 months	2 days	N/A	
Introduction to Informix and Oracle	Classroom	At earliest opportunity in class schedule	5 days	N/A	
Data Delivery via the WEB	Classroom	At earliest opportunity in class schedule	3 days	N/A	
FORMS MANAGER					
Informed Manager Software	Classroom/OJT	At earliest opportunity in class schedule/ immediate	3 days	N/A	
FACILITY COORDINATOR					
Facility Coordinator Training	Classroom (OSMA)	At earliest opportunity in class schedule	1 to 4 hours	Yearly	
FACILITY SAFETY HEAD					
Facility Safety Head Training	Classroom (OSMA)	At earliest opportunity in class schedule	1 to 4 hours	Yearly	
ENVIRONMENTAL COORDINATOR					
Environmental Coordinator Training	Classroom (OSEM)	At earliest opportunity in class schedule	1 to 4 hours	Yearly	
Waste Management Course	Classroom (OSEM)	At earliest opportunity in class schedule	1 hour	Yearly	
PHOTOGRAPHIC TECHNOLOGIST					
New Equipment Training	Classroom/OJT	At earliest opportunity in class schedule/ immediate	8 hours	N/A	

PHOTOGRAPHER, LABORATORY					
Instrumentation Training	Classroom/OJT	At earliest opportunity in class schedule/ immediate	8 hours	N/A	
Waste Management Course	Classroom (OSEM)	At earliest opportunity in class schedule	2 hours	Yearly	
REFERENCE LIBRARIAN					
Use of on-line databases	OJT	Within 6 months	Varies	N/A	
Familiarity with Library Collections	OJT	Within 6 months	6 months	N/A	
GALAXIE Library Mgmt System	OJT	Within 6 months	6 months	N/A	
CATALOGER					
GALAXIE Library Mgmt System	OJT	Within 6 months	6 months	N/A	
Cataloging Formats	OJT	Within 6 months	6 months	N/A	
PHOTOGRAPHER, SCIENTIFIC & TECHNICAL					
Altitude Chamber Training (Minimum of two photographers per year)	Langley Air Force	At earliest opportunity in class schedule	2 days	Every 3 years	
EGRESS Training (Minimum of two photographers per year)	Classroom/OJT	At earliest opportunity in class schedule/ immediate	4 hours	Yearly	
Water Survival Training (Minimum of two photographers per year)	Classroom/OJT	At earliest opportunity in class schedule/ immediate	1 day	Every 3 years	
Instrumentation Training	OJT	Immediate	5 days	N/A	
RIM SPECIALIST					
WEB Publishing/HTML	Classroom/OJT	At earliest opportunity in class schedule/ immediate	6 months	N/A	
Knowledge of LaRC Technical Reports Server	OJT	Immediate	6 months	N/A	
Use of RIM Database Applications	OJT	Immediate	6 months	N/A	
Multi-Operating Systems Competence	Classroom/Self-study online	At earliest opportunity in class schedule/ immediate	6 months	N/A	

TECHNICAL EDITOR/DESKTOP PUBLISHER					
Desktop Publishing Applications	Classroom/OJT	At earliest opportunity in class schedule/ immediate	2 days	N/A	
VISUAL INFORMATION SPECIALIST					
Graphics Software and Hardware	Classroom/OJT	At earliest opportunity in class schedule/ immediate	2 days	As required	
Internet Technology and Design Standards	Classroom	At earliest opportunity in class schedule	2 days	As required	
Knowledge of Marketing Methods and Techniques	Classroom	At earliest opportunity in class schedule	1 day	As required	
PRINTING SPECIALIST					
Government Printing and Binding Regulations	OJT	Immediate	1 day	As required	
Government Printing Office Procurement Procedures	Classroom	At earliest opportunity in class schedule	1 day	N/A	
Graphics Applications	Classroom/OJT	At earliest opportunity in class schedule/ Within 1 month	2 days	As required	
Prepress, Press, & Bindery Processes	OJT	Immediate	1 week	As required	
Desktop Publishing	Classroom	At earliest opportunity in class schedule	2 days	As required	
Scientific & Technical Information Program	OJT	Immediate	2 days	As required	
U. S. Postal Office Regulations	OJT	Immediate	1 day	As required	
AUDIO-VISUAL SPECIALIST					
Audio-Visual Equipment, video production	OJT	Immediate	3 weeks	As required	
New Equipment Training	Classroom/OJT	At earliest opportunity in class schedule/ immediate	2 days	N/A	

CONTRACT MANAGER					
Contracting Officer's Technical Representative (COTR) Training	Classroom	At earliest opportunity in class schedule	2 weeks	N/A	
Resources Management	Classroom	At earliest opportunity in class schedule	1 week	N/A	
INFORMATION TECHNOLOGY BUSINESS CASE MANAGER					
Cost/Benefit Analysis	Classroom	At earliest opportunity in class schedule	3 days	N/A	
Contracting Officer's Technical Representative (COTR) Training	Classroom	At earliest opportunity in class schedule	2 weeks	N/A	
Resources Management	Classroom	At earliest opportunity in class schedule	1 week	N/A	
Information Technology Trends	OJT	Immediate	6 months	N/A	
COMPUTER ENGINEER					
Vendor specific (CISCO) courses on routers, switches	Classroom	At earliest opportunity in class schedule	1 week/course	N/A	
TCP/IP Network Protocol Training	Classroom	At earliest opportunity in class schedule	3 days	N/A	
Network Trouble Shooting	Classroom	At earliest opportunity in class schedule	3 days	N/A	
ELECTRONICS ENGINEER					
Vendor specific (CISCO) courses on routers, switches	Classroom	At earliest opportunity in class schedule	3 days/course	N/A	
Network Cabling Systems	Classroom	At earliest opportunity in class schedule	3 days	N/A	
Network Trouble Shooting	Classroom	At earliest opportunity in class schedule	3 days	N/A	
TELECOMMUNICATIONS SPECIALIST					
Telecommunications Fundamentals	Classroom	At earliest opportunity in class schedule	3 days	N/A	
Networking Fundamentals	Classroom	At earliest opportunity in class schedule	3 days	N/A	